

Emergency Exercise 1-24-03

Presented by

Oregon Federal Executive Board

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OFEB Emergency Preparedness Tabletop Exercise

Purpose: To demonstrate the need for inter-agency collaboration among Oregon FEB members during emergency warnings and wide-area emergencies.

Objectives:

1. To provide an executive overview of emergency response and business recovery.
2. To raise awareness of the challenges Federal agencies will face during the warning phase.
3. To consider the first response of Federal agencies during an emergency.
4. To explore the incident's impact on employees, their families and business functions.
5. To identify preparedness shortfalls.
6. To discuss the role that the OFEB can fulfill to assist Federal agencies.
7. To initiate discussion on the Federal community's commitment to preparedness. How can the Federal community work in partnership with local and regional emergency response agencies?

Exercise Design Team:

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EXECUTIVE OVERVIEW

I. Phases of Emergency Management

- Mitigation
- Planning and Preparedness
- Response
- Recovery

II. Homeland Security Advisory System

- Severe Condition – Red
- High Condition – Orange
- Elevated Condition – Yellow
- Guarded Condition – Blue
- Low condition – Green

III. Tabletop Exercise (*Student Manual, FEMA Exercise Design Course*): “A tabletop exercise simulates an emergency situation in an informal, stress-free environment. It is an informal discussion group. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing contingency and emergency plans. There is minimal attempt at simulation, no utilization of equipment or deployment of resources, and no time pressures. The success of the exercise is largely determined by group participation in the identification of unresolved issues or problem areas.”

EXERCISE GUIDELINES

- This exercise is a learning opportunity - not a test.
- You are encouraged to think out loud and “outside the box”.
- Expect to identify some issues or problems that we cannot resolve today.
- If we start to spend too much time on a topic, the issue will be recorded and the facilitator will move us along.
- The facilitator will help us stick to the scenario.
- We will use the techniques of “exercise time” and “skip time”.
- No one is expected to have all the answers.
- Please be flexible – you and/or the facilitator may need to assume more than one role.
- We want everyone to participate.
- Have fun!!

Q and A

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UNTIL ASKED TO DO SO.

SCENARIO

Exercise time and date: 9:00 AM Tuesday morning in mid-January.

T = time of commencement of the exercise.

Weather conditions and forecast: Heavy overcast, raining lightly but steadily, light winds from the West, 38 degrees F, barometer is falling. The Weather Service has issued a Winter Storm Watch.

Assumptions: Normal workday for Federal agencies - business as usual. You are the head (or acting head) of your agency in Oregon. Your agency has defined and identified your “critical employees”. (These employees are sometimes referred to as “essential personnel” or “core crisis response personnel”). As this disaster unfolds, your family is safe and secure.

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PART I – EMERGENCY RESPONSE

Day 1 - Event 1

9:00 AM (T) – You are representing your agency at a meeting of the Oregon Federal Executive Board (OFEB). A member of Ron Johnson’s staff interrupts the meeting to announce she just received a call from the Portland Office of the FBI. All Federal agencies in the Northwest have been placed on Threat Level Orange: “High risk of terrorist attacks”.

- 1. As the head (or acting head) of your agency in Oregon, what would you think and do in response to this announcement?*
- 2. What additional information will you need to take additional action?*

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Day 1 - Event 2

9:40 AM (T+40 mins) - You learn the reason for Threat Level Orange: terrorists are planning to attack Federal employees, buildings and facilities in the Northwest. Reliable FBI and CIA intelligence support this.

- 1. Who (what agency) issues the threat levels?*
- 2. How would Federal agencies in Oregon be quickly notified of this warning? What plans do you fall within (Agency, FEB, state, city, etc?)?*
- 3. How would this new information affect your response?*
- 4. What would you tell your employees?*
- 5. How would you communicate with them?*

(Please do not turn the page until asked to do so.)

Day 1 - Event 3

11:30 AM (T+2 hrs, 30 mins) - Lights flicker and go out in your building. Personal computers, heating and elevators shut down. Electric power is out in most of the Willamette Valley area.

- 1. Now what? Do you have a plan for this situation? When was it last exercised?*
- 2. How do you think your employees would react?*
- 3. Does your agency have emergency back-up power?*
- 4. How would the outage affect your normal communications and leadership?*

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Day 1 - Event 4

12:00 PM (T+3 hrs) – You learn there have been explosions and fire at three electric power substations in/near Salem and Albany. Terrorist attacks are suspected – there are no further details. The Office of Homeland Security has elevated the warning to the highest level, Threat Level Red: “Severe risk of terrorist attacks”.

- 1. How would you obtain this information?*
- 2. FBI and FPS: what would your agencies be doing at this point?*
- 3. Military representatives, FAA and Coast Guard: what would you do?*
- 4. How would this elevated threat level be communicated quickly to the Portland metro area and Federal agencies?*
- 5. For all, considering the actions you have already initiated, what would you do next?*
- 6. How would your employees and their families react to this news? Are there plans for this: home, school, and spouse’s employer?*
- 7. How would your mission/business functions be impacted?*
- 8. Media representatives, at this point, what challenges do you face?*

(Please do not turn the page until asked to do so.)

Day 1 - Event 5

1:55 PM (T+4 hrs, 55 mins) – The FBI and local law enforcement announce terrorists attacked two BPA substations and one PGE substation. No reported injuries or fatalities. Approximately 80% of the Salem metro area is blacked out, including the Salem Water Bureau, and Salem Airport. Most Federal agencies in the Willamette Valley area are without power.

The City of Salem and Marion, Linn and Polk Counties have activated their terrorism plans and declared states of emergency. The Governor has placed the National Guard on alert. Landline telephones and cell phones are out of service due to overloading.

1. *What phase of emergency management are we in?*
2. *At this point, what is our number one priority?*
3. *How would the power outage affect your employees and their capability to unite with their families?*
4. *Does your agency have back-up communications?*
5. *Media/public affairs representatives: what would you be doing at this point? How?*

(Please do not turn the page until asked to do so.)

Closing Discussion Questions – Part I

(Following the first 5 events)

- 1. In your opinion, what can be done to improve emergency preparedness and response in Oregon's Federal community?*
- 2. How can the Federal community work in partnership with local and regional emergency response agencies?*
- 3. What should be the role of the OFEB in helping its members prepare for and respond to warnings and emergencies?*